

TENNESSEE FIRE SERVICE AND CODES ENFORCEMENT ACADEMY MULTIMEDIA LIBRARY LENDING AGREEMENT

The below named Agency, desiring to borrow various multimedia training materials from the Tennessee Fire Service and Codes Enforcement Academy (TFACA), agrees to the following conditions.

1. All loan requests are to be submitted in writing.
2. The borrowing Agency agrees to pay return shipping costs, using comparable service (United States Postal Service (1st Class), UPS, Federal Express, Airborne, etc.) and insure item for the appropriate, designated amount.
3. In the event that a loaned item is damaged, lost, destroyed, accidentally erased or otherwise tampered with, the borrowing Agency agrees to reimburse TFACA for its replacement cost of \$50.00.
4. The borrowing Agency agrees to complete a brief survey on each item.
5. The borrowing Agency agrees to identify the Agency representative and not more than two additional designees as being authorized to initiate loan requests.
6. The borrowing Agency agrees to ensure that personnel using borrowed items will have available and be familiar with the TFACA Multimedia Lending Library Policy.

This agreement is entered into by the below-named Agency after having read, and in full understanding, of the TFACA Multimedia Lending Library Policy. Pending fulfillment of all Lending Agreement provisions, either party may terminate this agreement.

Agency: _____

*Agency

Representative: _____ *Please Print*

*Agency

Representative: _____ *Signature*

Address: _____

City: _____ State: TN Zip: _____

Telephone: (____) _____ Date: _____

Fax: (____) _____ Email: _____

Members authorized to initiate loan requests: Please print and provide signature.

1. _____

2. _____

Phone: _____

Phone: _____

Email: _____

Email: _____

**The Agency Representative must be a person authorized by the Agency he/she represents to be responsible for the payment of invoices. Please return this form to: TFACA, 2161 Unionville-Deason Road, Bell Buckle, TN 37020*